

# **SHELTER HARBOR FIRE DISTRICT**

## **BOARD OF GOVERNORS MEETING DRAFT MINUTES**

**December 5, 2015**

**Shelter Harbor Inn**

**10 Wagner Road**

**Westerly, RI 02891**

### **I. Call to Order and Roll Call**

**Moderator Tom Lloyd called the meeting to order at 9:00 a.m. BoG members present were John Bruno, Vivian Duff, Bob Hatfield, Michael McEntee, Marianne Nardone, Rick Wiatrowski, and Tom Lloyd. Also present were Harry Gregory, Tax Assessor and Collector; Peter Ruggiero, Legal Counsel; and Nonie Price, Clerk. Glen Berwick, Treasurer, was absent.**

**Additionally, there were three members of the public present.**

### **II. Public Comment/ SHFD BOG Response**

**There was no public comment.**

### **III. Approval of Minutes of July 9, 2015**

**A motion was duly made by Bob Hatfield and seconded by Vivian Duff to approve the SHFD BoG Minutes of July 9, 2015. There was no discussion. The motion was unanimously approved.**

### **IV. Announcements**

**Tom Lloyd mentioned that there are two unfinished properties in the Fire District. Tom Lloyd and Bob Hatfield will contact both homeowners to ascertain their plans to complete each project.**

**Nonie Price stated she has read the presentation documents from the July 2015 Open Government Summit and will watch the video presentation to be in compliance with the required annual training to be the records officer for the SHFD. The certificate of training will be forwarded to the Attorney General's Office before the end of the calendar year.**

## **V. Correspondence**

### **A. Mary Ann Leonardo - Ciarcia Agreement**

**This correspondence will be discussed under Item D. of "Old Business" later in the meeting.**

### **B. Mary Harrop - Thank you!**

**Nonie Price read aloud Mary Harrop's note thanking the SH community for the "unexpected" gift presented to her for running the Community Functions in SH for 15 years.**

### **C. Linda and Ron West - Street Light**

**Nonie Price read aloud both emails from Ron and Linda West regarding a request for a street light on Gounod Road between the West and Palumbo residences. Ron West was in attendance.**

**Bob Hatfield asked who is responsible for street lights. Peter**

**Ruggiero stated National Grid is responsible for putting up street lights. They charge an installation cost to install a light on a pole. There is an additional annual maintenance fee.**

**Tom Lloyd asked Peter Ruggiero to explain the process of obtaining another light if SHFD is so inclined.**

**Peter Ruggiero stated there is an effort to evaluate light poles to assist in reducing energy costs. In addition to National Grid, there are private companies who also evaluate lighting on poles.**

**John asked Peter Ruggiero about who could have a look at the SH lights to see if efficient LED bulbs could be considered.**

**Peter said he could forward names of vendors who could look at lights.**

**Tom Lloyd stated he is reluctant to approve the request since this is the first time there has been a request for street lights and many residents are actually concerned about removing lights as it is. He added there has been vandalism to some of the lights at the docks.**

**No action was taken.**

#### **D. APPRA request for SHFD Budget**

**Nonie Price received a request for the SHFD 2016 FY Budget from**

**Paige LaFortune at rifreedom.org. To comply with the request, a reply was generated in less than ten days providing the one-page 2015-2016 FY SHFD budget.**

#### **E. Linda and Ron West - Street Light**

**This email was read in conjunction with Item C above.**

#### **F. Megan Schrieber Carter - Yoga on the Beach**

**Megan Carter emailed Tom Lloyd to provide information regarding the insurance held by the yoga instructor who had been conducting classes on the beach last summer. A certificate of insurance will be sought to cover liability of the SHFD for any classes that may be held next season.**

#### **VI. Treasurer's Report**

**There was no Treasurer's Report. Tom Lloyd shared that Glen will provide Vivian Duff the detail of the beach budget and detail of the roads budget to Jack Waters when Glen returns from a trip.**

**In Glen's absence, Tom Lloyd asked for a motion to approve stipends, as budgeted for the Tax Assessor/Collector, Clerk, and Treasurer. A motion was duly made by John Bruno to pay stipends, as budgeted, to the Officers. The motion was seconded by Vivian Duff. There was no discussion. All members voted in favor and the motion passed.**

#### **VII. Tax Collector's Report - Distributed**

**Harry Gregory stated SHFD had collected \$207,706 out of \$225,000 budget. Since mid-November a few more residents have paid. There are still a few tax bills outstanding. Reminder notices will be sent. There was no discussion of the report.**

## **VIII. Agent and Committee Chair Reports**

### **A. Beach**

**Vivian Duff stated the Beach Committee met in September to wrap up the season. It was a great season. There were no big incidents. Aaron Perkins has agreed to provide two more years as Beach Supervisor. Many staff members will return next year. Regarding the parking lot security, there had been some confusion about VJ Day being a holiday needing the Holiday/Weekend Passes. Moving forward, weekend or holiday passes will be necessary only for days when national holidays are observed. Betty Waters has re-upped the contract for the Port-O-Lets for two more years. There is some concern about holes in the beach. Residents need to fill in any holes before leaving to avoid injuries. The recommendation is to open the beach on June 25, 2016. The next meeting of the Beach Committee will be April 30, 2016 at DCFD. A suggestion was made by a Beach Committee member for considering a fundraiser at the beach.**

**B. Beanpot - No report**

**C. Bylaws - No report**

**D. Community Events - 2016 Calendar distributed**

**Marianne Nardone said it takes two people to replace Mary Harrop! She and Tracy Pontarelli have put together a calendar for 2016 and all event volunteers have agreed to continue in their roles for 2016.**

#### **D. Database - No report**

#### **E. Directory - Report distributed**

**Nonie read Liz Miller's report aloud. Liz reminded residents in her report that the Directory is available online at the Shelter Harbor website and that they should email her at [directory@shelterharbor.org](mailto:directory@shelterharbor.org), if there are any changes to their listing.**

**Rick Wiatrowski asked if the Weekapaug Yacht Club could have an ad in the 2016 Directory.**

**BoG members wanted it to be clear in the ad that the WYC is for members only and that SH residents are eligible for membership. The WYC could have a space like the Shelter Harbor Conservation Society. Rick will present a half and a one-page ad for Board review.**

#### **F. Finance - Report distributed**

**The finance report was distributed to BoG members and with all matters having been dealt with well, there was only one discussion item regarding Directors and Officers Insurance.**

**Tom Lloyd sought out information from other entities about levels of insurance for fire district boards and officers. Watch Hill has \$1 million and Weekapaug has \$2 million, while Shady Harbor and**

**Quonochoontaug Central Beach have \$3 million in D & O insurance coverage.**

**Vivian Duff recommended a higher amount of \$3 million. She recommended Glen Berwick get some comparative quoting for this coverage given there are many carriers available for cost effective options to provide the coverage.**

**Peter stated the fire district By-Laws provide for indemnification of the Directors and Officers of the BoG. Bob Hatfield said SHFD should get some comparative quotes and the BoG agreed.**

**G. Harbor Master - Report distributed**

**John Bruno stated the Westerly Harbor Management Commission voted to send the completed Harbor Management report to CRMC.**

**Small Boat Racks - No report**

**H. Long Range Planning Committee - No report**

**This item will be removed from the agenda moving forward.**

**I. Public Access Defibrillator - No report**

**J. Roads**

**Nonie read Jack Water's report aloud to the BoG. There is a plan to store salt and sand at the SH Inn basketball court and for Jack Waters and Tom Lloyd to see a demonstration of Rick Perry's sand/salt**

**spreader in action.**

**K. Safety and Security - Report distributed**

**L. Tennis - No report**

**M. SHFD Website**

**Bob Duff said Nonie reminded him that APRA request with the SHFD gmail account needs to be added to the website.**

**IX. Old Business**

**A. APRA Policy**

**This was discussed under Item M. above regarding the APRA contact being added to the SHFD website.**

**B. Fire District Tax Fee for Municipal Lien Certificates**

**This item is in regard to a suggestion made by the Tax Assessor/Collector to assess a fee when people ask for a certificate. A resident had written in regard to fire districts charging a such a fee for a certificate.**

**Peter Ruggiero stated most attorneys do not obtain tax lien certificates.**

**Currently, there is little request for this item. Harry will maintain the fee for certificates.**



### **C. Fire Protection Contract**

**Tom Lloyd was given authority to sign a contract for the district at the 2015 SHFD Annual Meeting. Tom Lloyd stated that currently the SHFD does not have a "contract" with the Dunns Corner Fire District for fire protection. Tom has been in touch with the district. There is a change in the written agreement from DCFD regarding the fire protection terms differing from what was agreed upon. Tom contacted Peter Ruggiero, Mark Pratt, and John Bruno about this. The Moderator of DCFD will be contacted to let them know SHFD doesn't agree to the language of the contract.**

### **D. MacDowell Road Driveway Plan**

**This item is actually old news having been resolved since last summer. Carl Ciarcia was very cooperative in satisfying the neighbors and community. At the insistence of the neighbor, Carl Ciarcia agreed to post a bond which will remain in place for two years. The agreement assures that if there is any damage from flooding, claims can be paid from the bond.**

## **X. New Business**

### **A. Election of Vice Moderator**

**Tom Lloyd asked if there were any nominations for Vice Moderator. Michael McEntee duly made a motion to elect John Bruno as Vice Moderator. Bob Hatfield seconded the motion. Tom Lloyd asked if there were any other nominations. There were no other nominations.**

**All members present, with John Bruno abstaining, voted in favor of the motion. The motion carried electing John Bruno as Vice Moderator.**

#### **B. Rhode Island Financial Reporting**

**Tom Lloyd stated there are quarterly reports that SHFD has to provide to the State of RI. Glen Berwick prepares the reports, Tom signs and scans the reports and sends to them to the state. This is an ongoing requirement that began a few years ago.**

#### **XI. Public Comment/ SHFD BOG Response**

**Dick Ferris said he thought he'd come by to say hello to fellow neighbors.**

#### **XII. Adjournment**

**The next meeting of the BoG will be scheduled, as needed. A motion was duly made by John Bruno and seconded by Vivian Duff to adjourn the SHFD BoG meeting. There was no discussion. All members voted in favor of adjourning. The meeting adjourned at 10:32 a.m.**

**Recorded by**

**Nonie Price, Clerk**